

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST II

DEFINITION:

Under direction, to make varied and difficult studies and analyses of community development programs; to coordinate the activities of citizens advisory committees; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts major studies and develops recommendations concerning community development programs;
- Provides technical assistance, staff services, and cost estimates to citizens advisory groups;
- Assists in the formation and organization of citizens community development groups;
- Conducts major analyses of community development programs;
- Confers with department heads and public officials on community development programs;
- Participates in the development of plans and programs;
- Prepares and delivers information on programs, objectives, and policies of community involvement programs;
- Performs special studies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** two years of professional experience in community development, rehabilitation, relocation, redevelopment, revitalization, or business development projects. Additional experience as listed above may be substituted for education lacked on a year-for-year basis.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.